



Job Opportunity

State Controller's Office

Position: Senior Accounting Officer (Specialist)

Statewide

Location: Division of Collections
3301 C Street, Suite 712, Sacramento, CA 95816

Issue Date: August 8, 2006

Final Filing Date: Until Filled

Contact/Telephone:

Susan Lash, (916) 322-1812

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

* Free Parking Provided

California Relay Service: 1-800-735-2929

Position Number(s): 051-550-4567-007
Ref 0808.ACT2

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the supervision of the Accounting Administrator I, the Senior Accounting Officer (Specialist) is independently responsible for the more difficult accounting duties related to the establishment and maintenance of accounts and financial records for the Bureau of Unclaimed Property in the Management Information and Accounting System. The incumbent must perform as resource person for the various units within Unclaimed Property. Specific duties include, but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Responsible for the fiscal integrity of the Unclaimed Property Fund-Abandoned Property Account;
- Analyzes all receipts and disbursements for the Bureau of Unclaimed Property and determines appropriate fund/account distribution;
- Makes appropriate journal entries;
- Prepares trial balances, closes, and posts closing trial balances;
- Keeps track of all revenue for the Division;
- Responsible for revenue projections and credits appropriate accounts to reach revenue projections;
- Works closely with the Division of Accounting and Reporting staff to resolve issues;
- Independently performs the more difficult accounting duties relating to the Reconciliation of all reports submitted to the State Controller's Office, Bureau of Unclaimed Property, which requires an understanding of the entire accounting process;
- Create and submit monthly reports required by statute, regulation and policy;
- Coordinate and prepare accurate and timely reports using information provided by Unit staff, the



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existing UPSM system and the Controller's FISCAL system;

- Acts as liaison between the Management Information and Accounting Systems Unit and other units within the Division;
- Acts as the resource person for resolving accounting problems and determining the appropriate handling of funds, claims, redeposits, etc.;
- Provides direction and appropriate research for management requests;
- Utilizes skill in FOCUS to produce ad hoc reports (from all computer files) on demand to the Management Information and Accounting Unit, Audits, management, Deputy Controller, etc.;
- Provides accounting and statistical information on demand;
- Monitors Pooled Money Investment Fund interest to insure interest is paid/not paid appropriately on claims as provided by Unclaimed Property Law.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Division of Collections
3301 C Street, Suite 712
Sacramento, CA 95816

Attn: Susan Lash

Reference Number 0808.ACT2, 051-550-4567-007 (Candidate must indicate this Reference Number on resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application STD 678).